

**CITY OF MENASHA**  
**Parks and Recreation Board**  
**Council Chambers, 3<sup>rd</sup> Floor City Hall – 140 Main Street**  
**March 11, 2013**  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order by Chr. Dick Sturm at 6:05 p.m.

**B. ROLL CALL/EXCUSED ABSENCES**

MEMBERS PRESENT: Chr. Dick Sturm, Nancy Barker, Lisa Hopwood, Cindy Schaefer-Kemps, Ald. Kevin Benner

MEMBERS EXCUSED: Luke Schiller, Sue Pawlowski

OTHERS PRESENT: PRD Tungate, PS Maas,

**C. MINTUES TO APPROVE**

1. **Minutes of the February 11, 2013 Park Board Meeting**

Moved by L. Hopwood seconded by N. Barker to approve the February 11, 2013 Park Board minutes. Motion carried.

**D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA**

Five (5) minute time limit for each person.

No one spoke.

**E. REPORT OF DEPARTMENT HEADS/STAFF/ OR CONSULTANTS**

1. **Department Report – PRD Tungate**

PRD Tungate reported on the status of designing and purchasing a handful of directional signs that would complement the wayfinding signs recently installed. There are a couple park directional signs and ones for the Police Department, etc. scattered throughout the city. This came about by the request from the VFW to have an Isle of Valor sign place near Smith Park. ActiveNet recreation software is very close to going live. The speed of transactions has been sporadically slow and this issue needs to be addressed by the IT Department. PRD Tungate has started working on the Gilbert site grant. He is confident that the City's application will be very strong and stands a good chance of receiving funding.

2. **Park, Pool and Vandalism Report – PS Maas**

PS Maas reported a small amount of bench vandalism at Smith Park. Repairs were also made to the fountain in Smith Park. Pool filters have been installed and a dramatic improvement in the amount of backwashing and overall chemical performance is expected. Ski trails have received compliments this year. Ice rink flooding has stopped for the season. Tree trimming is occurring. ADA issues will be addressed by CVMIC staff that plan to visit the department this spring. New scoring structure will be built this spring for the west diamond.

**F. DISCUSSION**

1. **Format Date for Presenting Pool Analysis/Options to the Public**

PRD Tungate updated the Board on the status of the pool study. Water Technologies, Inc. is close to finishing up. It was determined that, if possible, staff should present Water Tech's study at the April meeting and then schedule a public presentation by Water Tech staff at the May meeting at the library.

2. **Gilbert Site Preliminary Design Plan Presentation – March 20, 2013 – 6:00 p.m. – Menasha Library, Company E Room**  
PRD Tungate encouraged the Board to attend what should be an informative meeting about plans for the shoreline along the old Gilbert Mill site.
3. **New Park Update**  
PRD Tungate explained that a CSM is being done and that closing on the property for the new park is expected to occur by April. Some discussion was held on how the area could be initially opened up for public use pending the development of permanent plans.
4. **PFD Loaner Station Update**  
The WDNR has agreed to reimburse the city for all supply costs towards the construction of a youth life jacket loaner station at the Jefferson Park boat landing. PRD Tungate will work with CA Captain on an agreement to allow the small station to be placed on park property.

**G. ACTION ITEMS**

1. **None.**

**H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA**

Five (5) minute time limit for each person

1. Chr. D. Sturm requested that for next month's meeting, staff bring back plans for making the new park open for some limited public use while developing a master plan for park continues.

**I. ADJOURNMENT**

Moved by Ald. K. Benner, seconded by L. Hopwood, to adjourn at 7:40 p.m. Motion carried.